

**SAMPLE FORMAT – CALL DIVISION OF CD’S FOR MS WORD OR EXCEL DOCUMENT  
YEAR-END FINANCIAL REPORT**

\_\_\_\_\_ **CONSERVATION DISTRICT**  
**SUMMARY OF RECEIPTS**

For the Fiscal Year Ending June 30, \_\_\_\_\_

<b><u>RECEIPT SOURCE</u></b>	<b><u>AMOUNT</u></b>
<b>State Funds</b>	\$
<b>County Funds</b>	\$
<b>City Funds</b>	\$
<b>Other Government Funds (specify)</b>	\$
<b>Administrative Income (specify)</b>	\$
<b>Interest – CD, Savings and Checking</b>	\$
<b>Grants for projects (specify)</b>	\$
<b>Rental Income (equipment, etc.)</b>	\$
<b>Contributions</b>	\$
<b>Building/Property Rental Fees</b>	\$
<b>Other Sources of Income</b>	\$
	\$
	\$
<b><i>TOTAL INCOME</i></b>	\$

SAMPLE FORMAT – CALL DIVISION OF CD'S FOR MS WORD OR EXCEL DOCUMENT  
YEAR-END FINANCIAL REPORT

\_\_\_\_\_ CONSERVATION DISTRICT

SUMMARY OF EXPENDITURES

For the Fiscal Year Ending June 30, \_\_\_\_\_

<b>EXPENDITURE</b>	<b>AMOUNT</b>
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Employee Salary	\$
Fringe Benefit Expense	\$
Travel	\$
Building Rent	\$
Telephone	\$
Insurance	\$
Postage	\$
Copying Expense	\$
Office Supplies	\$
Education & Information Expenses	\$
Equipment Purchase (specify)	\$
Equipment Expenses (maintenance, repair, operation)	\$
Dues – NvACD	\$
Dues – NACD	\$
Dues - Other	\$
Mileage	\$
Investments (specify)	\$
Internet	\$
Bond and Insurance Expenses	\$
Project Costs:	\$
Grant #1	\$
Grant #2	\$
Grant #3	\$
Other Expenses (specify)	\$
	\$
	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>

\_\_\_\_\_ CONSERVATION DISTRICT  
FINANCIAL SUMMARY

For the Fiscal Year Ending June 30, \_\_\_\_\_

**1. BEGINNING OF YEAR FUND BALANCE:**

(Must Equal Funds Reported From End of Previous Fiscal Year)

**a. List all bank accounts:**

Certificate of Deposit .....\$ \_\_\_\_\_

Checking Account .....\$ \_\_\_\_\_

Savings Account .....\$ \_\_\_\_\_

**b. Cash on hand .....\$ \_\_\_\_\_**

**c. Total fund balance .....\$ \_\_\_\_\_**

**d. Accounts receivable grants .....\$ \_\_\_\_\_**

**e. Accounts payable .....\$ \_\_\_\_\_**

**f. Total funds available.....\$ \_\_\_\_\_**

**2. END OF YEAR FUND BALANCE:**

**a. List all bank accounts:**

Checking Account .....\$ \_\_\_\_\_

Savings Account .....\$ \_\_\_\_\_

**b. Cash on hand .....\$ \_\_\_\_\_**

**c. Total fund balance .....\$ \_\_\_\_\_**

**d. Accounts receivable grants .....\$ \_\_\_\_\_**

1. Grant #1 - \$

2. Grant #2 - \$

**e. Accounts payable .....\$ \_\_\_\_\_**

1. Item #1 - \$

2. Item #2 = \$

**f. Total funds available.....\$ \_\_\_\_\_**

**3. SUMMARY:**

**a. Beginning of year fund balance (1.c. above).....\$ \_\_\_\_\_**

**b. Plus total receipts (from Receipt Summary) .....\$ \_\_\_\_\_**

**c. Less total expenditures (from Expense Summary)....\$ \_\_\_\_\_**

**d. Must equal end-of-year fund balance (2.c. above).....\$ \_\_\_\_\_**

**4. ASSETS: List all assets (equipment, land, buildings, etc.) and estimate their value:**

**a. ....\$ \_\_\_\_\_**

**b. ....\$ \_\_\_\_\_**

**c. ....\$ \_\_\_\_\_**

**USE OF STATE APPROPRIATED MONEY**

\_\_\_\_\_ ***Conservation District***

***For the Fiscal Year Ending June 30, \_\_\_\_\_***

Amount of State Appropriated Money: \$ \_\_\_\_\_ .00

Money Spent:

Category (specify) \$ \_\_\_\_\_ .00

Matching Funds Spent:

Category (specify) \$ \_\_\_\_\_ .00

Balance Remaining: \$ \_\_\_\_\_ 0.00

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Authorized Signature:

Name and Title

Date

\_\_\_\_\_ Conservation District